

SYNERGIES COMMITTEE MEETING #1115
Friday, December 16, 2011, 1:00 PM
Winchester Hall, Third Floor Meeting Room

AGENDA

Introduction

Approval of Minutes

Permits and Inspections Briefing

Inter-agency PIO Emergency Communications Process

Combining Options - Warehouse Update

Final Report Discussion

Announce Next Meeting

Adjourn

SYNERGIES COMMITTEE MEETING #1115

Friday, December 16, 2011, 1:00 P.M.

Winchester Hall, Third Floor Meeting Room

12 East Church St., Frederick, Md.

County Commissioner Vice President Paul Smith called to order the Synergies Committee Meeting #1115 at 1:10 P.M. in the 3rd Floor Meeting Room in Winchester Hall, 12 East Church St., Frederick, Md.

Committee members Alderman Karen Young and Board of Education member Jimmy Reeder were present. Board of Education member April Miller arrived during the meeting. Also in attendance were Community Development Division Director Eric Soter, Chief of Comprehensive Planning Jim Gugel, Permitting and Developmental Review Administrator Gary Hessong, Business Development and Retention Administrator Ron Tobin, and Commissioner Smith's Executive Assistant Belinda Teague-Levy.

The October 21, 2011 Synergies Committee Meeting Minutes were approved as presented by unanimous consent.

In response to the Committee's request for an update regarding interagency Public Information Officer Emergency Communication Procedures, Frederick County Information Officer Robin Santangelo submitted Frederick County Government Policy and Procedures #07-03, dated 12/17/07, entitled Inclement Weather Policy. This document is hereby made a part of these minutes as Attachment A. with the understanding from the County Public Information Officer that it is used by all the inter-government agencies associated with the Synergies Committee for communicating emergencies.

Action regarding the merging of the County and Board of Education warehouse operations will be discussed at the December 20, 2011 BOCC/BOE Joint Meeting.

COMMUNITY DEVELOPMENT DIVISION

Director Soter explained how cost saving synergies had been created in February 2011 when the Community Development Division was reorganized to include Planning and Zoning, Permits and Inspections, Sustainability, and Watershed Management. Through attrition and cross-training, full time employees tasked with the various Community Development Division functions have been reduced 40% since 2009. Director Soter and Administrator Hessong continue to explore methods of cross-training in planning and development review. Each plumbing, electrical and building inspector is accredited to complete inspections for all phases of building construction. This has not only conserved manpower, but has streamlined the inspection process for the customer. The accreditation coursework can be completed in 18 months.

Most of the municipalities in the County have their own planning staff; however, Thurmont, Woodsboro and Rosemont still rely on County planners for their community development. County planners' services for municipalities are included in the tax equity calculations.

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Synergies Committee Meeting Minutes

Committee member Reeder inquired as to why planning and zoning for both the county and municipalities could not be centralized. Director Soter replied that it had been at one time, but due to increased demands for planners' time and differing policies between governing bodies, municipalities and the County found it most effective for municipalities that so desired to hire planning staff.

Administrator Hessong and Chief Comprehensive Planner Gugel will provide a list of synergies with cost savings for the Committee's information.

Municipal and County planners meet once a quarter to discuss issues of mutual concern. The Community Development Division is also responsible for the Historic Preservation, Frederick County's Transportation Plan, Washington Council of Governments Programs such as the Chesapeake Bay Committee, and environmental plans such as the water/sewer plan, watershed management. The Community Development Division is responsible for researching and compiling demographic data which is shared on the Board of Education website as well as on the County website for public use.

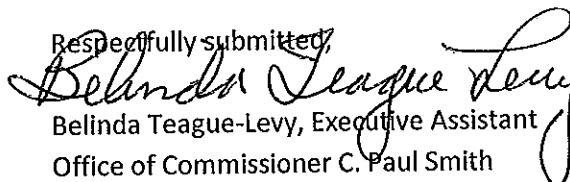
Permit management includes building related permits as well as gaming permits. In FY 2011 there have been a total of 10,000 permits issued, 30,000 inspections and 4,200 building plan reviews.

Business Retention Administrator Ron Tobin informed the Synergies Committee that there should be additional synergies as a result of the Public Private Partnership Committees' efforts. Commissioner Smith discussed the final report with the committee and it was their consensus to have Commissioner Smith compile a draft final report to be shared with all elected and municipal officials in the event there are additional synergies to include.

The Committee, by consensus (Smith, Young, Miller, and Reeder). will meet on March 2, 2012 at 1:30P.M. and again on September 7, 2012 at 1:30P.M. in the 3rd Floor Meeting Room at Winchester Hall unless the need to meet with greater frequency becomes apparent.

There being no further business to come before the Synergies Committee, Commissioner Smith adjourned the meeting at 2:30 P.M.

Respectfully submitted,


Belinda Teague-Levy, Executive Assistant
Office of Commissioner C. Paul Smith



Frederick County Government Administrative Policy and Procedures

Number: 07-03

Subject: Inclement Weather Policy

Purpose: To provide procedures for determining the status of county government during inclement weather incidents and for the notification of the public, employees and the media.

Scope: The procedures identified in this policy apply to all Frederick County Government employees and county-owned or leased facilities. Nothing in this policy restricts the continued operation of functions that normally take place on a round-the-clock basis such as public safety and utilities.

Definitions: Essential Employee: An employee of a division and/or department, as determined by the Division Director, whose function is considered necessary for the operation of county services and who is required to report to work during a weather incident, general emergency, or disaster when county offices are closed or operating under the liberal leave policy. A listing of essential positions as designated by Division Directors will be maintained by the Division of Human Resources and Assistant County Manager.

Non-Essential Employee: An employee of a division and/or department, as determined by the Division Director, who is not required to report to work in the event of a weather incident, general emergency, or disaster when county offices are closed, as declared and defined by the Board of County Commissioners and County Manager.

Designees: Each person with authority under this policy is allowed to appoint a designee to serve in his or her absence.

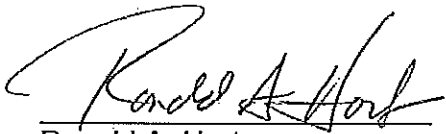
Authority: Board of County Commissioners (BOCC)
County Manager
Assistant County Manager
Public Information Officer (PIO)
Public Works Division Director
Highway Operations Superintendent
Emergency Management Division Director

Procedures:

1. Frederick County Government operates on the principle that the safety and well being of the citizens and its employees is of utmost priority when making inclement weather and emergency decisions.

2. Before and during snow, ice storms or other inclement weather incidents that may affect normal operations of county government, the Highway Operations Superintendent will keep the BOCC President and County Manager informed of weather and road conditions and provide recommendations if conditions warrant changes to normal county government schedules.
3. After consulting with the Highway Operations Superintendent, the BOCC President will make one of the following decisions:
 - a. Open on time.
 - b. Place the liberal leave policy into effect.
 - c. Delay opening of county facilities and/or offices to a specific time.
 - d. A combination of the above (ex. delay opening until a specific time and place the liberal leave policy into effect).
 - e. Close county facilities and/or offices at a specific time before the normal closing time on a weekday and put the administrative leave policy into effect. (The administrative leave policy provides that leave will not be charged against accrued annual or sick leave).
 - f. Close county facilities and/or offices and put the administrative leave policy into effect.
4. After the decision is made by the BOCC President, he/she will then make a courtesy call to the Administrative Judge for Circuit Court to inform him/her of the decision concerning the opening or closing of county facilities and/or offices, so that the courts will have advance notice to react to the decision.
5. For a decision affecting the start of a normal workday, the Highway Operations Superintendent will relay the decision made by the BOCC President to the PIO no later than 5:30 a.m. A decision to close county facilities and/or offices at a specified time before the normal closing time may be authorized by either the BOCC President or the County Manager and will be conveyed to the PIO by noon that day if possible.
6. The PIO will in turn:
 - a. Send an e-mail to the County Manager and Assistant County Manager.
 - b. Place a courtesy call to the Mayor of the City of Frederick to inform him/her of the decision.
 - c. Place a courtesy call to the Director of Frederick County Public Libraries (FCPLs) to inform him/her of the decision if the status is anything other than "open on time." (Information about the status of FCPLs may be included in the initial and/or updated public notifications.)
 - d. Leave a voice mail on the Public Information Line (301-600-3000).
 - e. Post a notice on FCG-TV, cable channel 19.
 - f. Contact radio and television stations.
 - g. Post a notice on the county website (www.co.frederick.md.us).
 - h. Send an e-mail to the following groups: media, BOCC, Board of Education, Frederick County Congressional and State Delegations, municipal officials and staff, "all-county," and a designated group of others who are interested in county issues.

7. When a decision is made to close county facilities and/or offices, all meetings scheduled to occur in county facilities after the closing time will be canceled. It is the responsibility of the Division Directors to notify their respective boards and commissions' members about the cancellation of a meeting if the county closes.
8. Any decision to modify work hours will apply to county facilities and/or offices and all Frederick County Government non-essential employees.*
9. Essential employees will be required to report to work unless otherwise directed by their supervisor.
10. A Division and/or Department Director may designate a conditional classification change for a non-essential employee to be essential during a particular inclement weather incident, general emergency or disaster.
11. This policy supersedes previous policies passed by the BOCC regarding weather emergency and snow policies.



Ronald A. Hart
County Manager

12/17/07
Date

*State agencies with offices in county-owned or leased facilities such as the Frederick County Courthouse, the Frederick County Health Department and the Extension Office may operate under different guidelines for inclement weather and emergencies. However, when the county closes facilities and/or offices, state agencies in those facilities must close as well unless under a legal mandate that supercedes the BOCC's authority to close county buildings.

The Frederick County Public Libraries Board of Trustees may also implement its own inclement weather policies as related to public library facilities and employees.

The Frederick County Department of Social Services (DSS) follows state policies for inclement weather and emergencies. However, county employees working within DSS will follow the decisions of Frederick County Government.

pc: Board of County Commissioners
Assistant County Manager
Administrative Officer
Public Information Officer
Division Directors
Highway Operations Superintendent